

Microsoft Teams Meetings Quick Start Guide

Updated February 2021




Abstract




Microsoft Teams Quick Start Guide to create and join a Teams meeting

The following slides are to provide guidance to your organization on how to create and join a Teams meeting.


Note that some of the features may not be exactly what an end user will experience due to:



Teams policies set at the admin portal



How the end user accesses Teams (ex: Web client vs desktop)



Where the company is at with new features being rolled out from the tenant level

To keep up with product releases please refer to the message center in the Teams admin portal and the [Microsoft 365 Roadmap](#)

Microsoft Teams Meetings Quick Start Guide

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10 tips for running great meetings with Microsoft Teams

We surveyed more than 3,000 people across geographies and generations to understand the biggest problems with everyday meetings, and how they can be resolved. Here are 10 tips to make meetings more productive and collaborative, whether you're running one or just participating.

Before the meeting



- 1 Share your meeting agenda
- 2 Invite internal and external partners to join your meeting
- 3 Access previous meeting notes and recordings for more context

During the meeting



- 4 Use Microsoft Teams Rooms to start your meeting right away
- 5 Record your meeting
- 6 Adjust settings before you join
- 7 Share your content and collaborate easily
- 8 Use integrated audio conferencing for attendees without Internet

After the meeting



- 9 Share meeting recordings and meeting notes
- 10 Schedule follow-up meetings if needed

Getting started

Understand the different types of meetings and optimize your connection for the best meetings



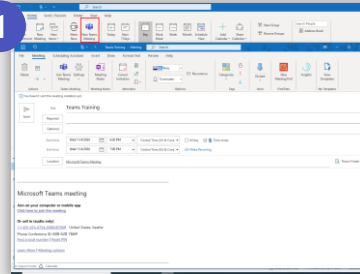
Types of Team meetings

1

Traditional private meetings

You can schedule a private meeting with anyone (even external guests), even if they don't use Teams.

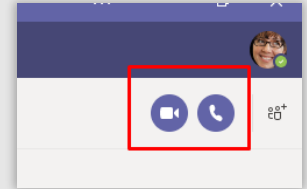
1



2

Meeting in a chat

Meetings within chat are great for working with a smaller group or for a quick touch base.



2

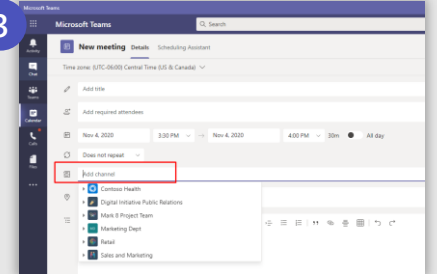


3

Channel meetings

These meetings are associated with a channel, so all team members can choose whether to join the meeting, view the agenda and conversation, and share files—all from within that channel. Add all Teams members in Add Required Attendees so it will reflect in Outlook.

3



Maximizing your Internet Bandwidth

1

Use your best connection

A wired network connection is best. When using a wireless connection, consider your distance from the router and obstacles in between that can affect your connection quality. **Recommendation to not be on VPN.

2

Test your current Internet connection speed

If you are experiencing connectivity or bandwidth issues, you can run an Internet Speed Test ([Speed Test](#)) to determine if the issue is your local home network.

- **BEST:** Connect via wired Ethernet to your home router
- **GOOD:** 5GHz Wi-Fi provides internet at faster speeds, but to smaller areas of your house
- **OK:** 2.4GHz Wi-Fi provides internet to a larger area, but sacrifices speed

3

Verify/Test Connectivity to Office 365 Services

This site gives you clear feedback for connectivity to Office 365 and provides suggestions on things you can do to improve the connectivity. [Network Performance for O365](#)

4

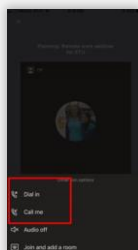
Consider your bandwidth usage

Limit usage of other services (e.g. Netflix, YouTube and XboxLive)

If your home network is experiencing issues, try:

- Joining a Teams meeting through your mobile phone. [Teams App](#)
- If Audio Conferencing numbers are available dial into the Teams meeting
- Dial into the meeting with a single touch. Join from Teams or Outlook Calendar via "Dial In" or "Call Me" if available. (screenshot to the right)

NOTE: "Call Me" may incur charges for your company so it is recommended to "Dial In".



Creating a Meeting

Set up a meeting for the future or invite your colleagues to meet now, whether you're at your desk or on the go



Create a meeting invite in Outlook

- 1 Open your **Outlook Calendar***, click the **Home** tab, and then click the **Teams Meeting** icon (screenshot on the right).
- 2 Select the **Teams** icon. When you do so, a **Join a Microsoft Teams Meeting** link is created in the body of the invite. If you have an Audio Conferencing license, a phone number and conference ID will be included.
- 3 Create a **Title** for your meeting invite.
- 4 In the **Required** box, enter the email addresses for the people you want to invite to the meeting.
- 5 Select a **start and end time** for the meeting.
- 6 If you need the meeting to be recurring, please select the **Make Recurring** icon.
- 7 Add content to the body of the invite to inform participants of the purpose of the meeting.
- 8 Double check your information and then click the **Send** button.

A screenshot of the Outlook 'Meeting' ribbon and the meeting invite form. The ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Draw, Format Text, and Review. The 'Meeting' tab is active, showing options like Delete, Calendar, Forward, Join Teams Meeting, Settings, Meeting Notes, Cancel Invitation, and Address Book. The meeting form below has fields for Title, Required (with a 'Send' button), Optional, Start time, End time, Location, and a 'Make Recurring' button. The 'Required' field contains the email address 'john.doe@contoso.com'. The 'Start time' is set to 'Wed 4/15/2020 1:00 PM' and the 'End time' is 'Wed 4/15/2020 1:30 PM'. The 'Location' is 'Microsoft Teams Meeting'. The body of the invite contains the text 'You're invited to join a Microsoft Teams meeting.' followed by a 'Join online now' link and details for joining by phone (audio only), including a phone number, conference ID, and links to find a local number or reset the PIN.

*Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it will show up in your Teams calendar, and vice versa.

Create a meeting invite for someone else in Outlook

- 1 As a delegate, open the **Outlook Calendar** for the individual whose calendar you're managing. Click the **Home** tab, and then click the **Teams Meeting** icon (screenshot below). If you require delegate permissions, see instructions [here](#) (steps should be performed on delegator's device).
- 2 Select the **Teams** icon. When you do so, a **Join a Microsoft Teams Meeting** link is created in the body of the invite. If the delegator's account has an Audio Conferencing license, a phone number and conference ID will be included.
- 3 Create a **Title** for your meeting invite.
- 4 In the **Required** box, enter the email addresses for the people you want to invite to the meeting.
- 5 Select a **start and end time** for the meeting.
- 6 If you need the meeting to be recurring, please select the **Make Recurring** icon.
- 7 Add content to the body of the invite to inform participants of the purpose of the meeting.
- 8 Double check your information and then click the **Send** button.

The screenshot shows the Outlook 'Meeting' ribbon with the following elements and numbered callouts:

- Callout 1:** Points to the 'Calendar' button in the 'Actions' group.
- Callout 2:** Points to the 'Join Teams Meeting' button in the 'Teams Meeting' group.
- Callout 3:** Points to the 'Title' text box.
- Callout 4:** Points to the 'Required' button in the 'Attendees' section.
- Callout 5:** Points to the 'Start time' dropdown menu.
- Callout 6:** Points to the 'Make Recurring' button.
- Callout 7:** Points to the body text area where meeting details are entered.
- Callout 8:** Points to the 'Send' button.

The meeting details shown in the form are:

- Title:** (Empty)
- Required:** (Empty)
- Optional:** (Empty)
- Start time:** Wed 4/15/2020, 1:00 PM, Central Time (US & Cana)
- End time:** Wed 4/15/2020, 1:30 PM, Central Time (US & Cana)
- Location:** Microsoft Teams Meeting
- Make Recurring:** (Unselected)


The body text area contains the following content:

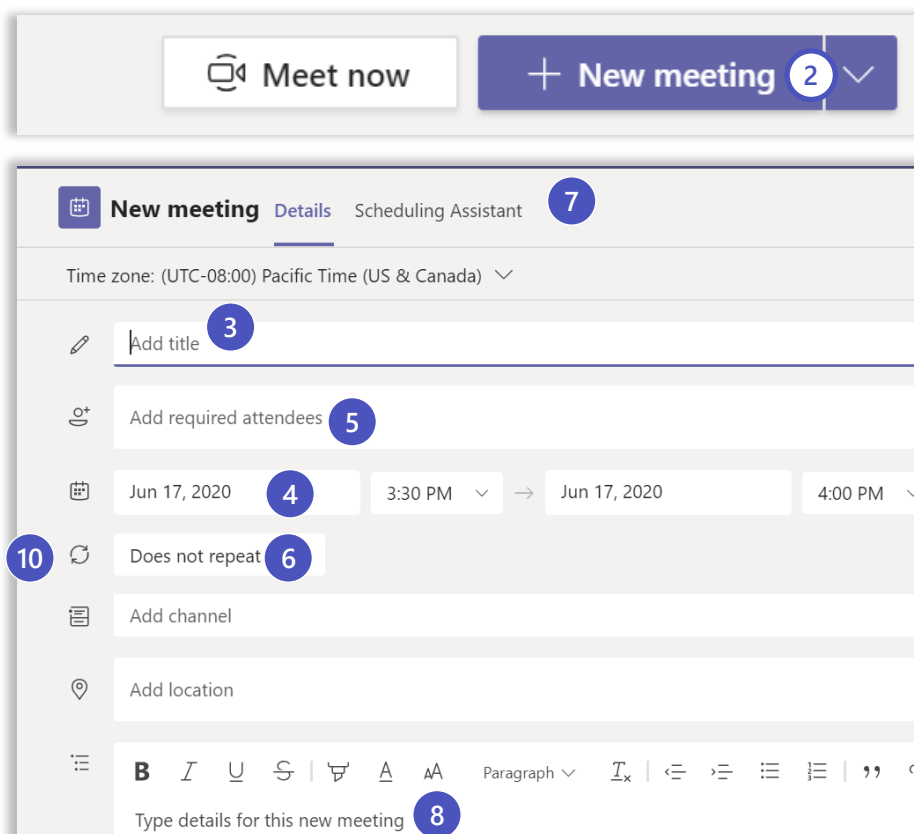
You're invited to join a Microsoft Teams meeting.

[Join online now](#)
Video conferencing, screen sharing, and more.

Or join by phone (audio only)
[+1 425-616-0754, 210318751#](#) United States, Seattle
Phone Conference ID: 210 318 751#
[Find a local number](#) | [Reset PIN](#)
[Help](#) | [Meeting options](#)

Create a meeting invite in Teams

- 1 Open the Teams client, select the **Calendar**  icon located on the left side of the navigational side bar.
- 2 Select the **New Meeting** button located in the top right corner of the screen.
- 3 Create a **Title** for your meeting invite.
- 4 Select a **start and end time** for the meeting.
- 5 In the **Required Attendees** box, enter the email addresses for the people you want to invite to the meeting.
- 6 If you need the meeting to be recurring, select the **Does Not Repeat** drop down box and a recurring selection(s) drop down box will appear.
- 7 For internal attendee(s), select the **Scheduling Assistant** tab (top left) to see if the attendee(s) are available at the time you are proposing.
- 8 Add content to the body of the invite to inform participants on the purpose of the meeting.
- 9 Double check your information and then click the **Save*** button.
- 10 *If you want to tie the meeting to a Team channel, select **Add Channel**.



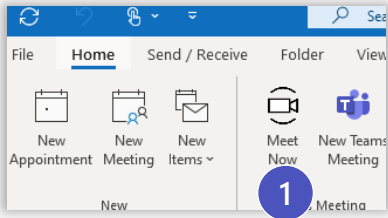
The screenshot shows the 'New meeting' dialog box in Microsoft Teams. At the top, there are two buttons: 'Meet now' and '+ New meeting' (with a dropdown arrow and a blue circle containing the number 2). Below these is the 'New meeting' section with tabs for 'Details' and 'Scheduling Assistant' (with a blue circle containing the number 7). The 'Details' tab is active. It shows the time zone as '(UTC-08:00) Pacific Time (US & Canada)'. Below this is a text input field for 'Add title' (with a blue circle containing the number 3). Next is a text input field for 'Add required attendees' (with a blue circle containing the number 5). Below that is a date and time selection area showing 'Jun 17, 2020' (with a blue circle containing the number 4), '3:30 PM', and '4:00 PM'. Below this is a dropdown menu for 'Does not repeat' (with a blue circle containing the number 6). Below that is a text input field for 'Add channel' (with a blue circle containing the number 10). Below that is a text input field for 'Add location'. At the bottom is a rich text editor with various formatting options (bold, italic, underline, strikethrough, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, outdent, quote) and a text input field for 'Type details for this new meeting' (with a blue circle containing the number 8).

*When you select the **Save** icon the Microsoft Teams Meeting link info is automatically created and sent out in the invite. If you have an auto conferencing license a phone number and conference ID will be included.

Meet Now option in Outlook

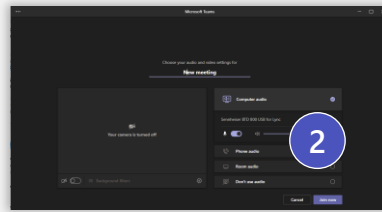
1

Open your **Outlook Calendar**, click the **Home** tab, and then click the **Meet Now** icon.



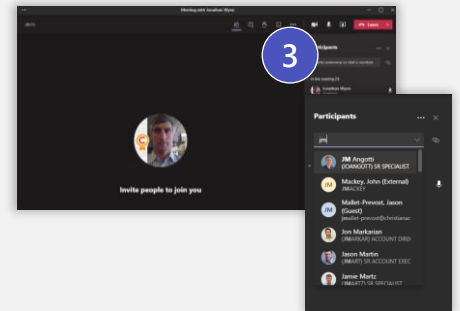
2

Create a **Title** for your meeting and select the **Join Now** icon.



3

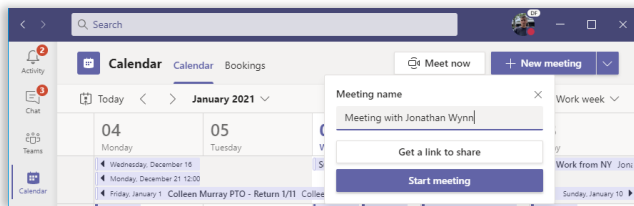
In the **Participant** box, enter the **email addresses** for users you'd like to have join this meeting.



Meet Now Option in Teams Calendar

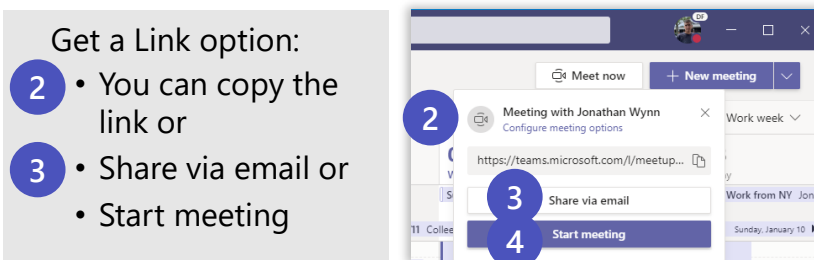
1

Open your **Teams Calendar**, click the **Meet Now** icon.



2

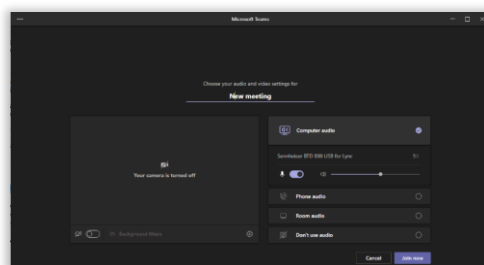
Create a **Title** for your meeting and select the **Get a link to share** or **Start meetings** button.



Get a Link option:

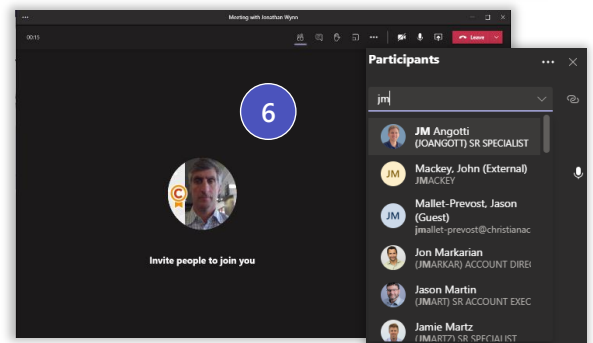
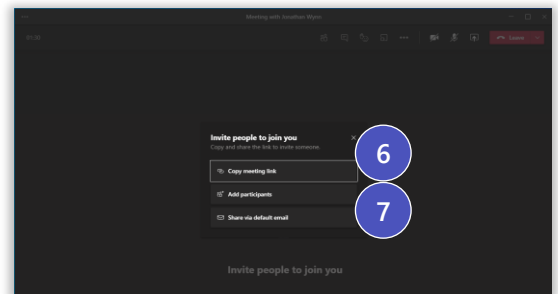
- 2 • You can copy the link or
- 3 • Share via email or
- 4 • Start meeting

Create a **Title** for your meeting and select the **Join Now** icon.

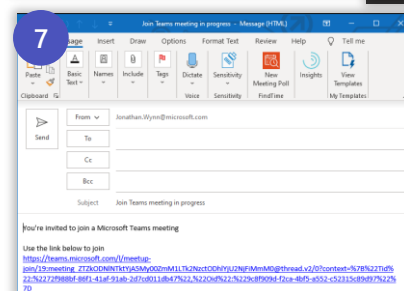


5

In the **Invite people to join you.**




7



Joining and creating a Teams meeting from the mobile app

1

Open the **Teams** app and select the **Calendar**  icon located at the bottom of the screen.


2

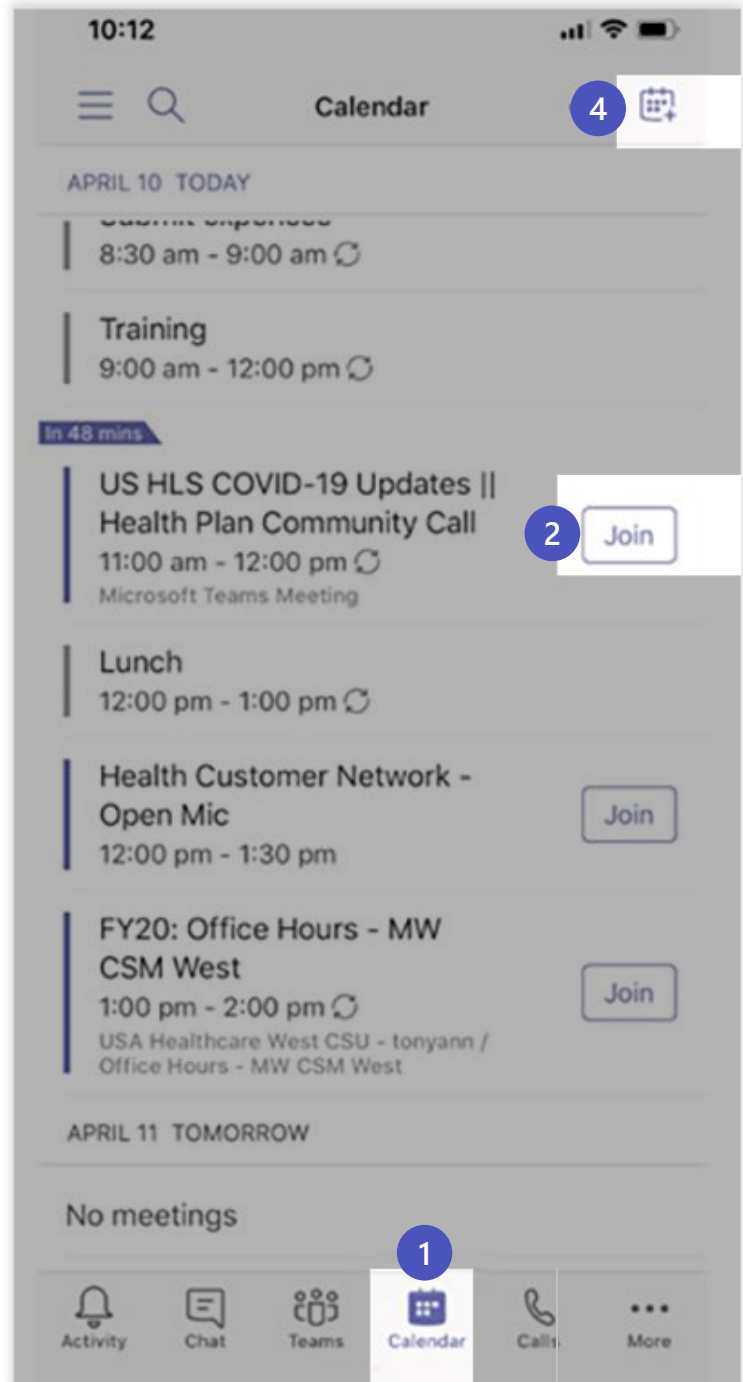
Next you will see your meetings listed in your calendar. Find the meeting you want, and then select the **Join** button which will connect you to your meeting.

3

Tap anywhere in the meeting to have the meeting icon bar pop up (ex: Mute icon).

4

To create a new meeting invite, select the **Calendar**  icon located at the top of the screen.



Joining a meeting

Maximize productivity by starting your meeting on the right foot



Joining a Teams meeting from Outlook

A Option A:

Click **Join Online Now** link in the meeting request.*

A Join online now

Video conferencing, screen sharing, and more.

Or join by phone (audio only)

+1 425-616-0754,,210318751# United States, Seattle

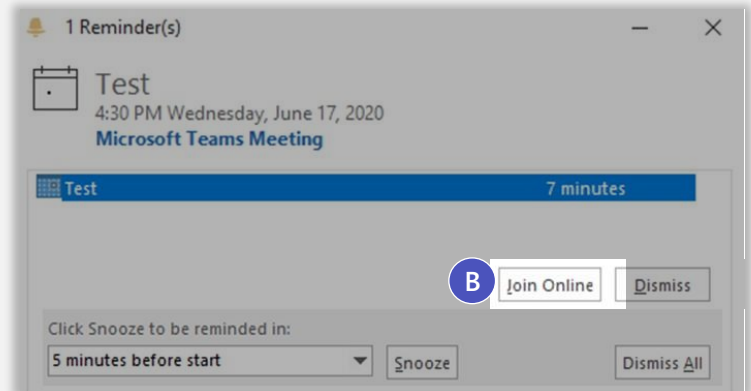
Phone Conference ID: 210 318 751#

[Find a local number](#) | [Reset PIN](#)


[Help](#) | [Meeting options](#)

B Option B:

In the meeting reminder click **Join Online**.



Joining a Teams meeting from Teams

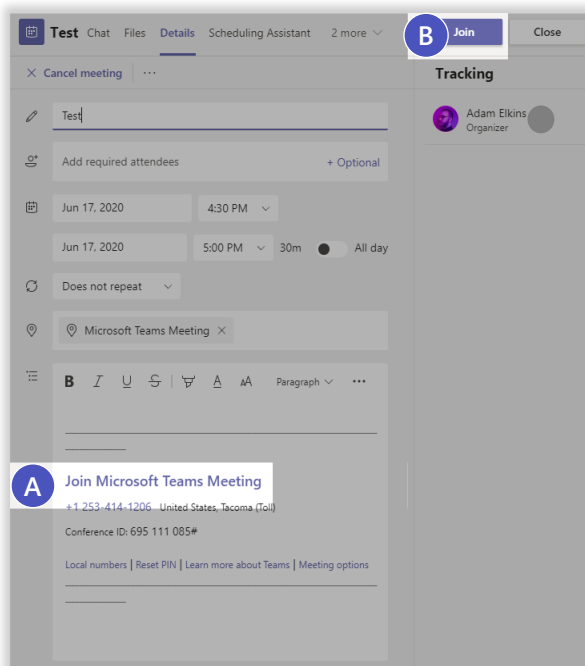
Open the **Teams** client, select the Calendar  icon located on the left side in the navigational side bar. Select the meeting invite in the calendar. You have two options to join the meeting:

A Option A:

Select the **Join Microsoft Teams Meeting** link in the meeting invite.

B Option B:


Select the **Join** button located on the top right side of the screen.



*If a conference number appears in the invite, you should only be leveraging the number and ID if you are unable to access the Teams app or Teams through the web.

Joining and creating a Teams meeting from the mobile app

1

Open the **Teams** app and select the **Calendar**  icon located at the bottom of the screen.


2

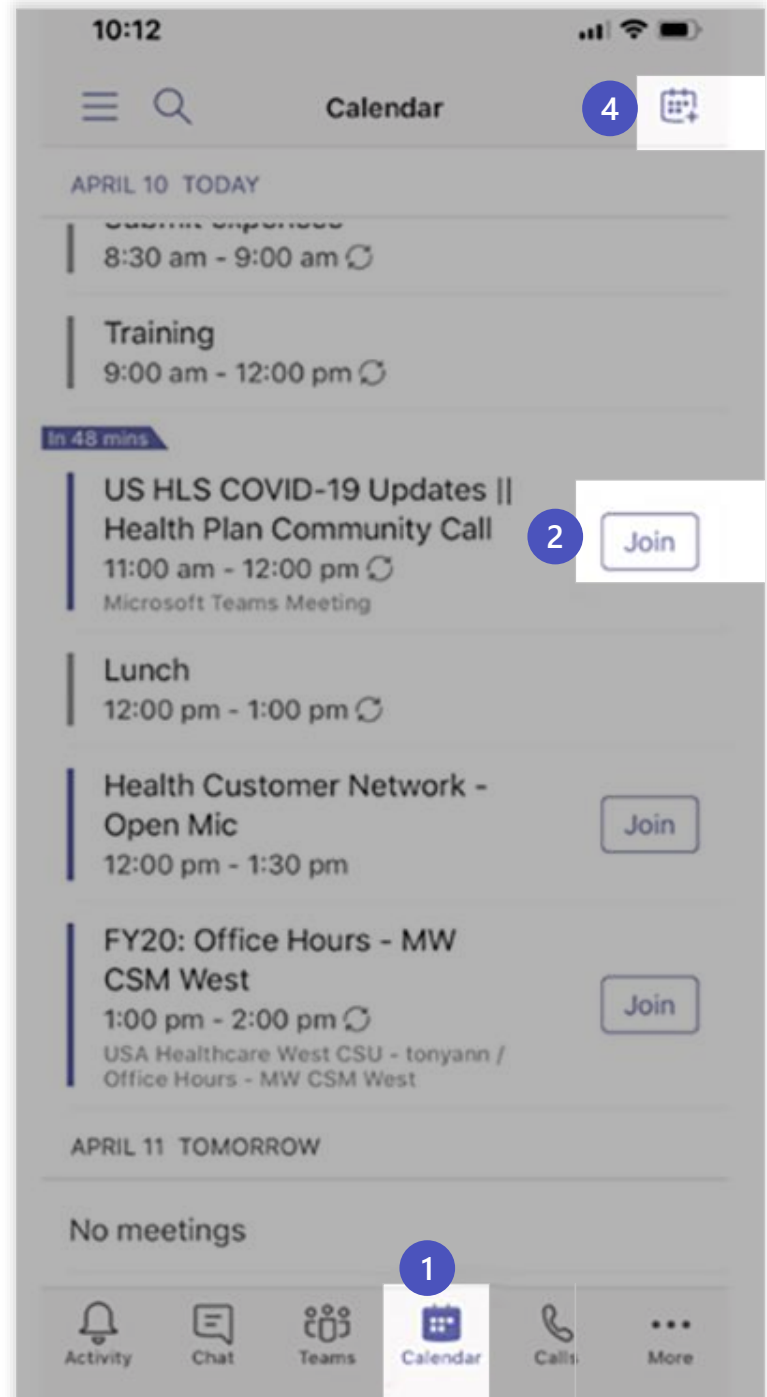
Next you will see your meetings listed in your calendar. Find the meeting you want, and then select the **Join** button which will connect you to your meeting.

3

Tap anywhere in the meeting to have the meeting icon bar pop up (ex: Mute icon).

4

To create a new meeting invite, select the **Calendar**  icon located at the top of the screen.



Screen prior to joining a Teams meeting

Next you will see the following screen, in which you will have the following selections prior to joining the meeting.

1 Camera

If you turn on your camera you may notice the icon below. This is to enable background effects.

2 Background filters

If you want to change what appears behind you in your video, you can either [blur your background](#) or replace it entirely with any image you want.

3 Device settings

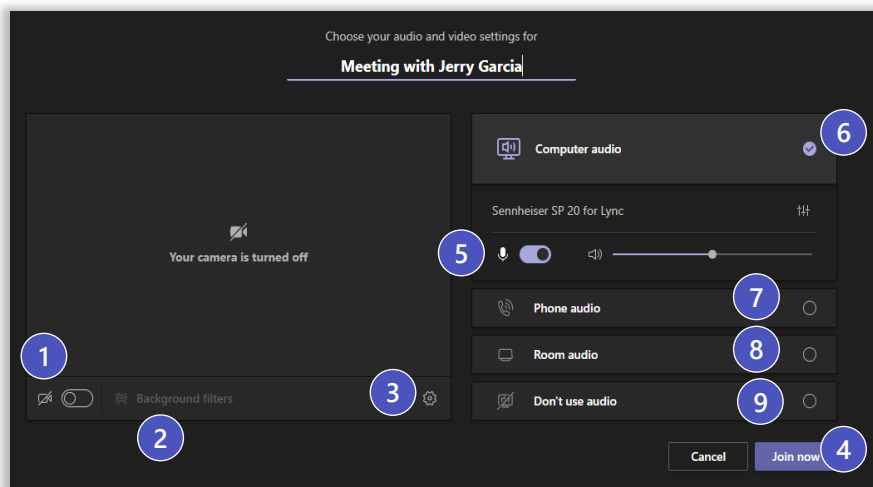
Select audio device and camera settings to make adjustments to your audio or camera source.

4 Join now

Join and connect to audio using your computer speaker and microphone or a headset connected to your computer (wired/Bluetooth).

5 Microphone

If 3 or more people have already joined the meeting, you will be joining the meeting on mute. Select the slider to activate your microphone.



****Settings will default based on last Teams meeting.**

Other Join Options

6 Audio off

Select this option when there's already an active mic and speaker in the same room as you. This will ensure there is no echo.

7 Phone audio

Join and connect to audio using your desk phone or mobile phone. Video will only be displayed on screen. This includes:

- "Call me" option if available
- Information to dial in manually

8 Room Audio

Join and connect audio to a conference room. Your device will connect without audio to prevent echoing.

9 Don't Use Audio

Join muted to avoid causing audio disruption.

External users joining a Teams meeting

The following slides are to provide examples on what an external user will experience when joining a Teams meeting. Anyone can join a Teams meeting as long as they have an email address. Teams can be accessed through Mac, iOS, Android and Windows devices.

As Teams evolves, please continue to refer to the following links below for new feature updates to the application



[Microsoft 365 Roadmap](#)



[Join a Teams Meeting \(Desktop and Mobile\)](#)

Joining from desktop as an external user

Teams lets you invite people outside your organization, including those who don't have a Teams license. The only thing that is needed to join a Teams meeting is an email address. **Teams can be accessed through Mac, iOS, Android and Windows devices.**

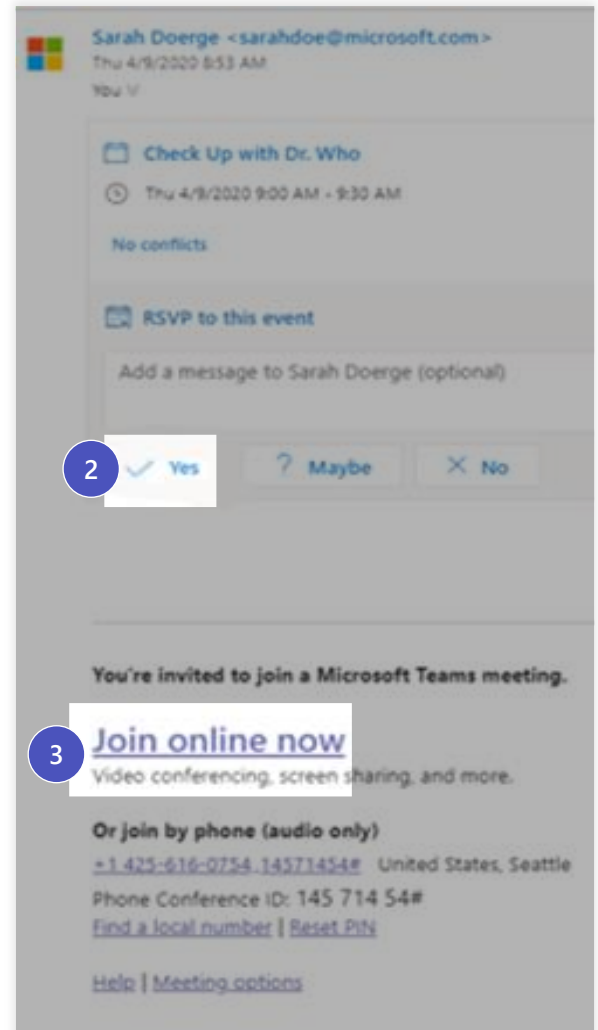
To the right is a snapshot of what an end user will see in their inbox once a Teams meeting invite has been sent out.

- 2 To accept the meeting invite, the participant will need to select Yes.
- 3 If the participant selects the **Join Online Now** link, they will see the screen to the right if they don't have the Teams app installed.

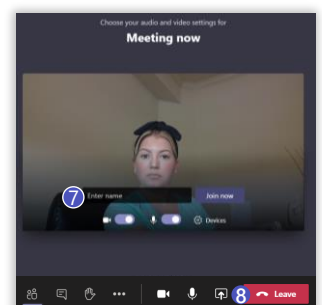
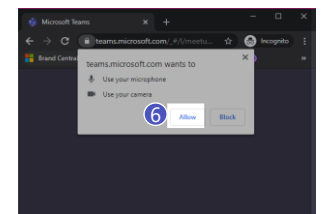
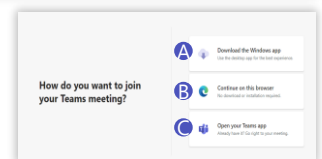
As Teams evolves, please continue to refer to the following links below for new feature updates to the application.

[Microsoft 365 Roadmap](#)

[Join a Teams Meeting \(Desktop and Mobile\)](#)



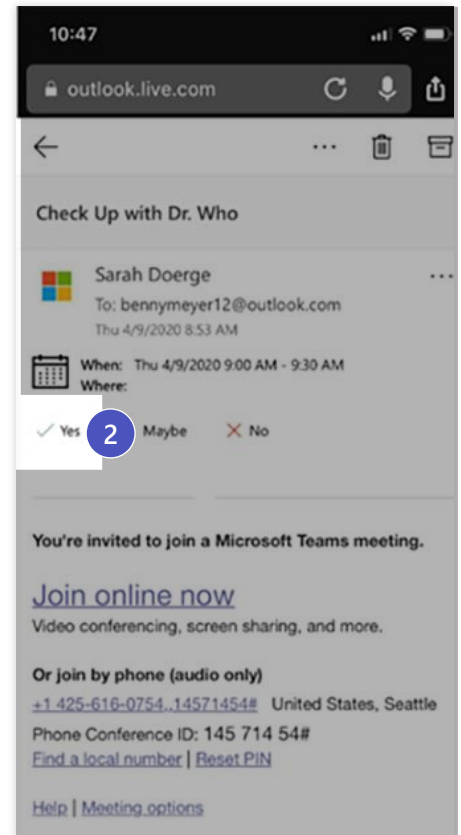
- 4 The user will have **two options** if they don't have the Teams app: Download the Teams App | or Join on the Web Instead. **A**
[Supported Web Browsers](#) **B**
Or **Open your Teams App** if you have it already installed **C**
- 5 If the participant selects **Join on the Web** Instead, The participant will then see the following screen below. This is requesting access to the microphone and the camera.
- 6 Select **Allow**.
- 7 Next the participant will see the following screen. They will need to input their **Name** and select the **Join Now** button.
 - They will also have the option to turn off the camera and/or mute themselves prior to joining the meeting.
- 8 To leave the meeting, select the **Red Phone** icon listed in the user bar.



Joining from mobile as an external user (slide 1 of 2)

1 Teams lets you invite people outside your organization, including those who don't have a Teams license. The only thing that is needed to join a Teams meeting is an email address. To the right is a snapshot of what an end user will see in their email inbox once a Teams meeting invite has been sent out.

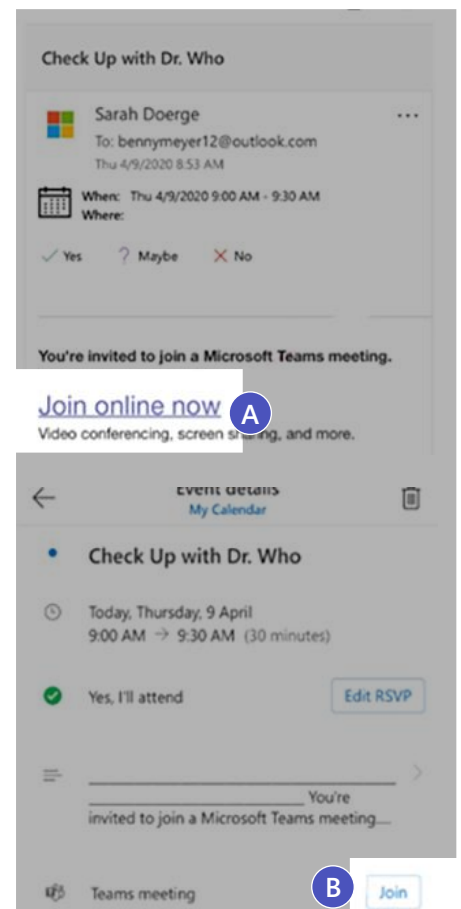
2 To accept the meeting invite the participant will need to select **Yes**.



3 To join the meeting the participant can select:

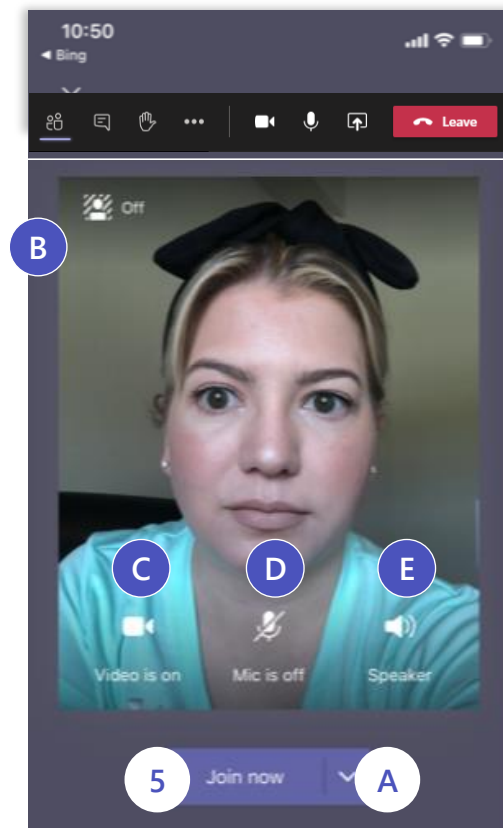
A **Option A:**
Join Online Now link listed in the email or

B **Option B:**
Join button listed in their calendar.



Joining from mobile as an external user (slide 2 of 2)

- 4 If the participant does not have the Teams mobile app, they will be directed to a screen to **download the app**.
- 5 Next the participant will see the following screen. To join the meeting, select the **Join Now** icon. The participant has the following selection options prior to joining the meeting.
 - A **Join now** – Select to join the meeting with current meeting options
 - B **Blurred background** – Select this option to blur the background of your video call
 - C **Camera** – Select this to turn your camera on or off
 - D **Microphone** – Select this button to turn your microphone on or off. If it's off, others will not be able to hear you
 - E **Speaker** – Turn your speakers on in order to hear the conversation
- 6 To leave the meeting, select the Red Phone icon listed in the user bar.



During the meeting

Customize your meeting experience for greater connection, collaboration, and productivity



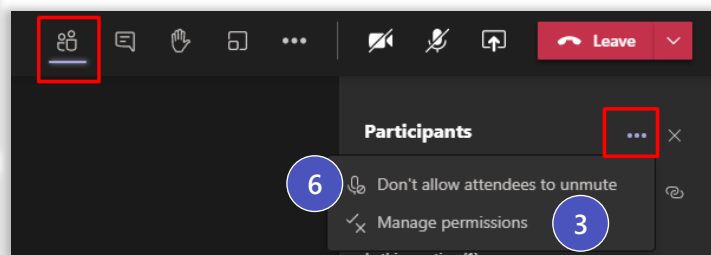
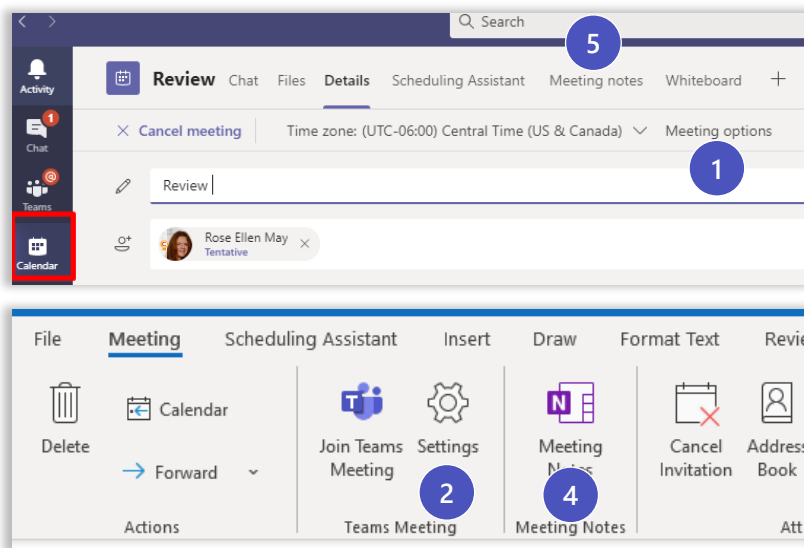
Managing Participant Settings and Meeting Notes

There are three options for an organizer to set participate permissions

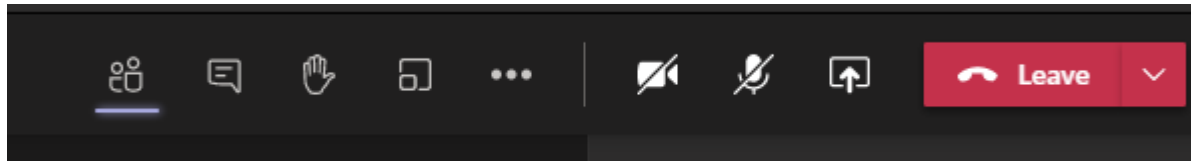
- 1 In **Teams**, go to **Calendar**, select a meeting, and then **Meeting options**.
- 2 In **Outlook**, go to **Calendar**, select a meeting and then select **Settings**.
(**Important:** If you open an existing meeting and edit the Meeting Options from the Outlook ribbon, you need to select **Send Update** to resend the meeting invitation in order for lobby settings to take effect.)
- 3 During a meeting, select the **Show participants icon**. Then, above the list of participants, choose **Manage permissions**.

There are two different ways to create Meeting Notes prior to a scheduled meeting

- 4 To take notes before a meeting in **Outlook**, go to **Calendar** select the **Meeting Notes** icon located in the ribbon bar.
- 5 To take notes before a meeting in **Teams**, go to **Calendar**, double click the selected **Meeting**. The **Meeting Notes** icon is located in the tab bar.
- 6 The hard mute feature under **Participants** allows you to block people from unmuting their microphones within a meeting.



Options available in a meeting



Turn camera on/off	Show meeting chat
Mute/unmute sound	Show participants
Share screen: Options include desktop, window, specific application	Hang up/leave meeting
More actions	Raise your hand
Breakout Rooms (preview)	

For more details on Share Screen and More Actions, refer to the next slides

Share Screen icon

1. Select the **Share Screen** icon

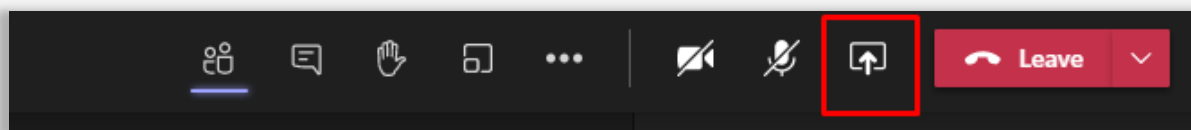
2. Select what you want to share:

- A** **Desktop** lets you show everything on your screen.
- B** **Window** lets you show a specific app.
- C** **PowerPoint*** lets you show a presentation.
- D** **Browse** lets you find the file you want to show.
- E** **Whiteboard** allows you draw/write on the screen.

3. After you select what you want to show, a purple border surrounds what you're sharing. Double click the item selected to start sharing.

Note that the **Include System Audio** box is unchecked by default. Check if you want to play a video or audio clip as part of a presentation.

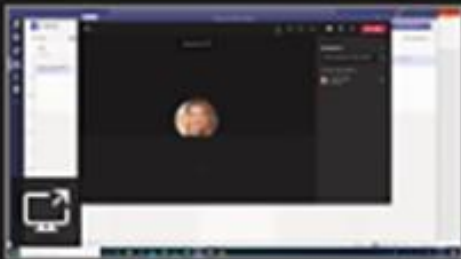
*When sharing directly from PowerPoint, Word, etc. the audience may scroll through the pages independently of the presenter (without impacting the presentation). If you don't want people to be able to independently navigate through the PowerPoint file you are sharing, select (it's next to **Stop presenting**) to prevent it.



☐ Include system audio

A

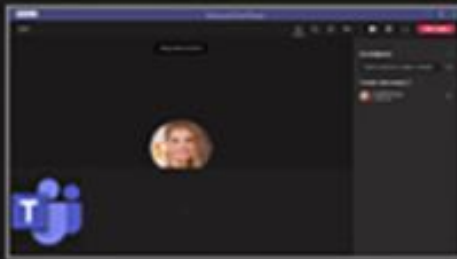
Desktop



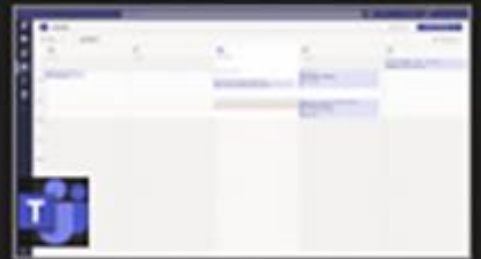
Screen #1

B

Window



Meeting with Sarah Doe...



Calendar | Microsoft Tea...

C

PowerPoint



NM participant guide.pptx

D

Browse



Teams Quick Start Gui...

E

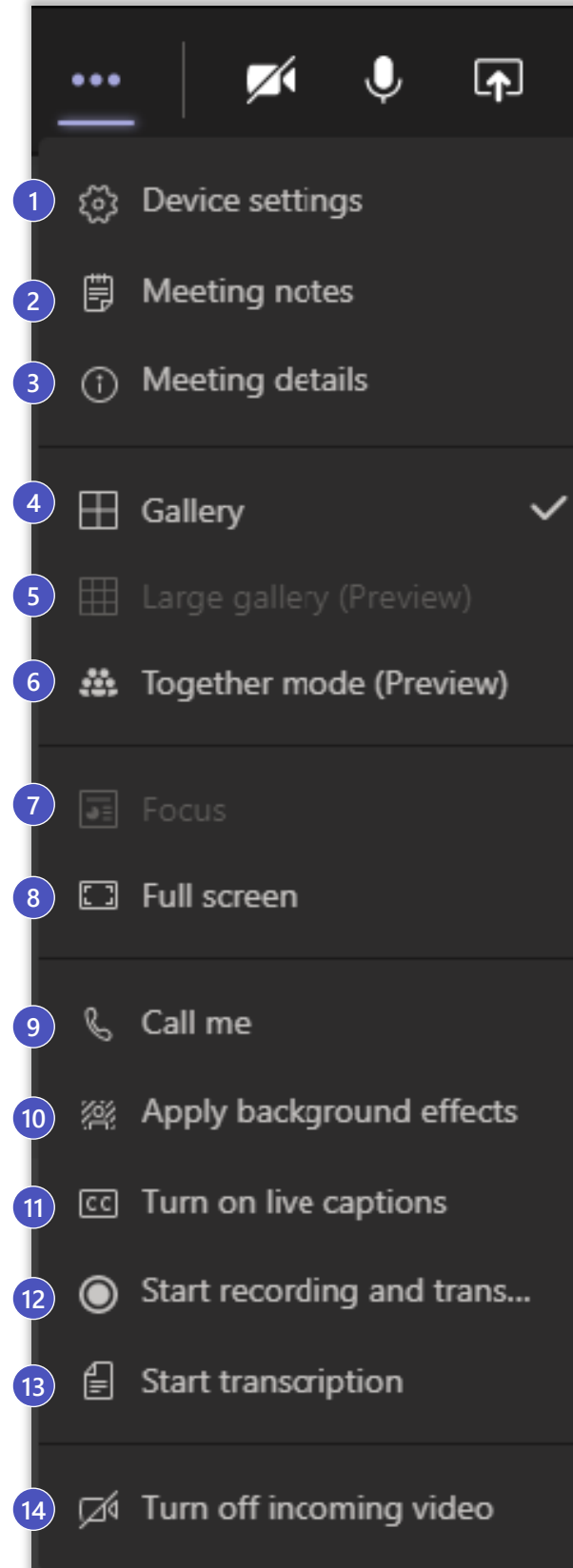
Whiteboard



Microsoft Whiteboard

More Actions icon

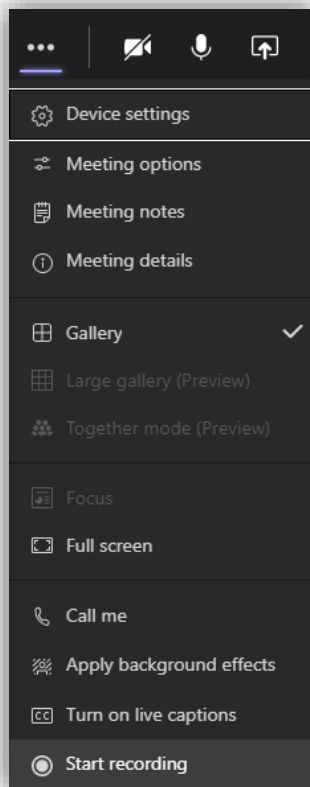
- 1 **Device Settings:** Select audio device and camera settings. Set restrictions to allow parties to move through shared presentations on their own.
- 2 **Show Meeting Notes:** Notes you take are shared with others and are accessible before, during and after the meeting.
- 3 **Meeting Details:** Join meeting link info/dial info.
- 4 **Gallery:** The default view when you join a meeting. If there are more than nine others in attendance, Teams will prioritize the people who have their video turned on, as well as those that are speaking the most.
- 5 **Large gallery:** Enables you to see the videos of up to 49 other people at once. This option is available when at least ten people have their cameras turned on.
- 6 **Together Mode:** Let's you feel like you're in the same shared space with everyone in the meeting. For now, there's one auditorium-style space, but more options are on the way.
- 7 **Focus:** Available when content is being shared. This is the view to choose when you'd like to pay close attention to the content without the distraction of seeing people's video feeds.
- 8 **Full screen:** When content is being shared select full screen to take advantage of maximum screen size. This will automatically hide the title bar on the top and task bar on the bottom of the window.
- 9 **Call Me:** Transfer call to another device.
- 10 **Apply Background Effects:** Apply blur background or apply a custom background so participants in the meeting are not distracted by what's going on behind you when your camera is turned on.
- 11 **Turn On Live Captions:** Live captions can make your meeting more inclusive to participants who are deaf or hard of hearing, people with different levels of language proficiency, and participants in a loud place.
- 12 **Start Recording:** When you record a meeting, a banner will appear, letting attendees know that the recording has begun. You can access the recording after the meeting ends in the meeting chat or in Stream.
- 13 **Start transcription:** Live Captions display the text version of the audio in the call.. This can be enabled via the control bar within the Call window.
- 14 **Turn Off Incoming Video:** Help the quality of the audio on incoming video by turning off video.



Record a meeting

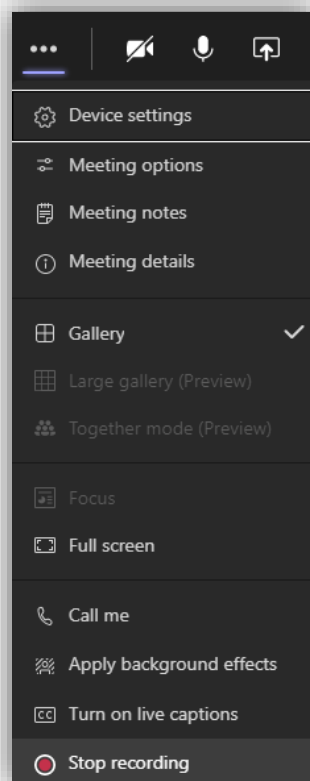
1

Navigate to the **More Actions...** menu from within the Teams meeting window and select the **Start Recording** option.



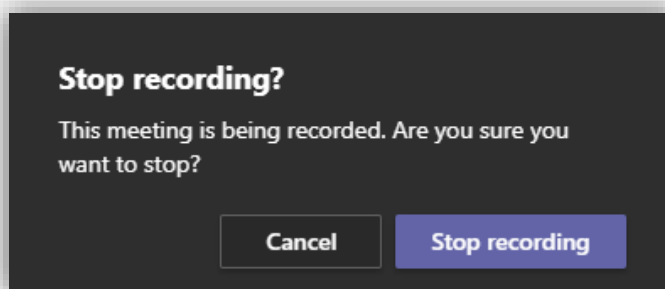
2

When the meeting has ended and you'd like to stop recording, select the **Stop Recording** option from the **More Actions...** menu.



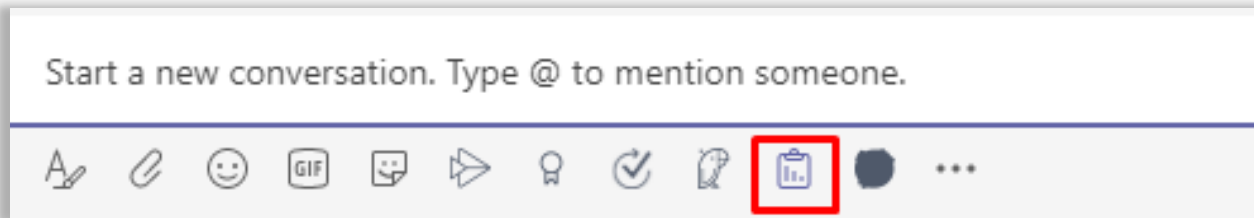
3

You'll need to confirm that you'd like to stop the recording.

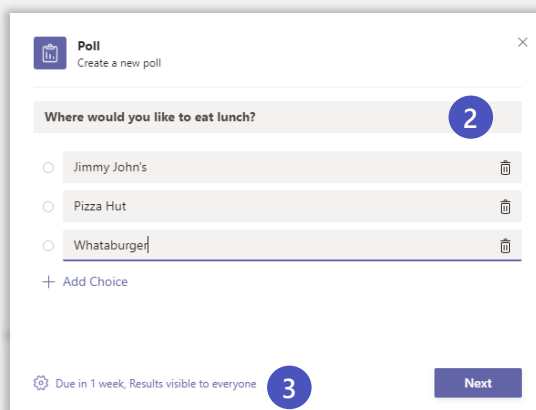


Add a Poll to a Teams Channel or Chat

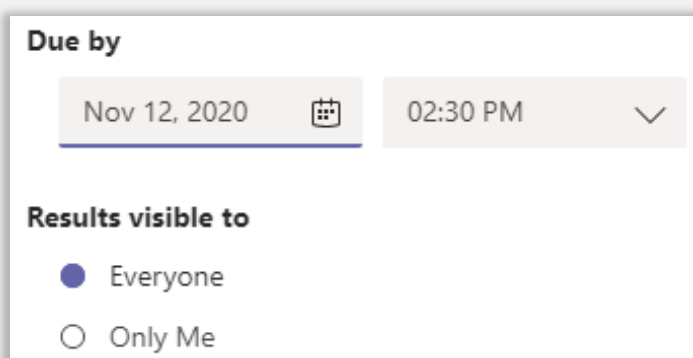
- 1 Go to the [channel](#) or [chat](#) in which you want to include a poll. At the bottom of your Teams window, select **Poll**.



- 2 Add your question-and-answer options.



- 3 If you want to allow multiple answers, click or tap the toggle next to **Multiple answers**. Also select whether you want to **Share results automatically after voting** and/or **Keep responses anonymous**. Select **Save**.



- 4 Preview your poll, and then click **Edit** if you want to make changes, or click **Send** if you're ready to post it.

As people in your group take the poll, you'll see real time results in your group conversation.

[Steps to create and launch a poll before or during your meeting](#)

How to Share your Mobile Screen in Teams

Option 1: Share mobile screen in a Teams Meetings:
Open the Microsoft Teams app on your phone or tablet.

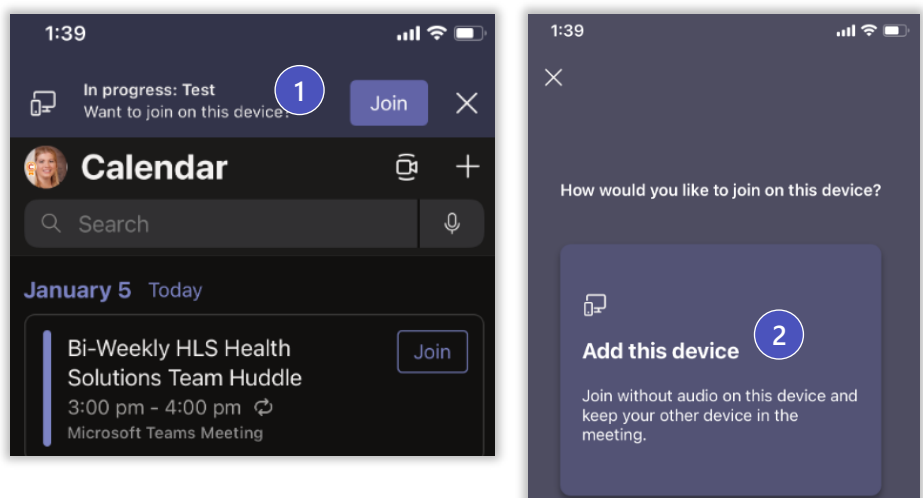
- 1 Start or join a meeting.
- 2 Once in the meeting, tap the **ellipsis icon** in the menu. Tap **Share** and then tap **Share Screen**.
- 3 A menu will pop up to indicate where you would like to **share your screen**. Select **Microsoft Teams** **AND** **Start Broadcast**. Now you are **sharing your mobile device screen** in your Microsoft Teams meeting.



Option 2: Share mobile screen when you are already in the Teams Meeting from another device (ex: Desktop):


You will follow the same process as Option 1. The only difference is when you open the Teams App, you will see a bar asking if you would like to join device in the **in-progress meeting** – select **Join**. 1

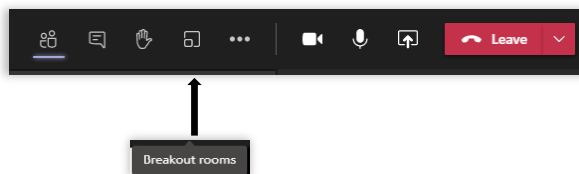
- 2 You will then see the following pop box to the right. Select **Add this device** and follow steps 2 and 3 in Option 1. Note that your audio will be coming in from your desktop.



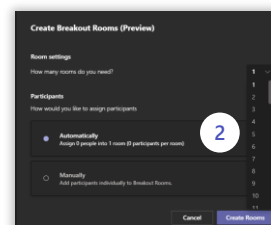
Breakout Rooms (pages 1 of 5)

Individual features contained in this slide may change and should not be relied upon in making purchasing decisions. For official Breakout Room feature and availability dates, please [check the Microsoft public roadmap](#).

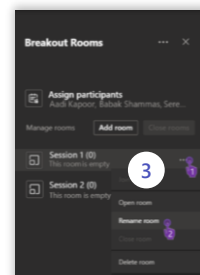
- 1 Following the same steps as joining a Teams meeting but with the updated toolbar, you'll now see new icon 



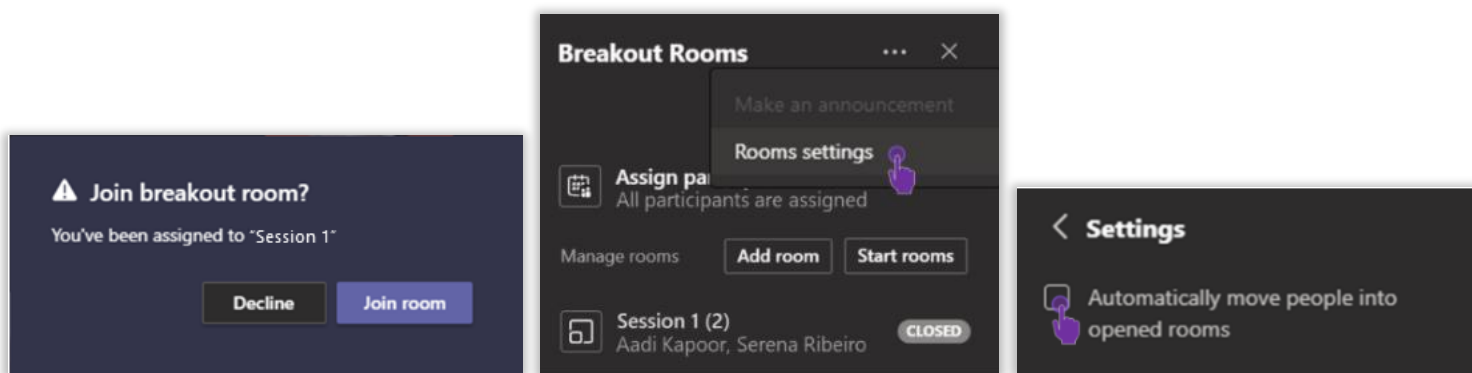
- 2 Use the dropdown menu to select the number of rooms you would like. You can create up to 50 breakout rooms in a single meeting. You have two options for adding participants to rooms:
 - Automatically: Teams divides participants equally between the rooms.
 - Manually: You can choose which room each participant is placed in.Select **Create Rooms**. The Breakout Rooms pane will open.



- 3 **Manage your rooms from the Breakout Rooms pane**
To rename your rooms, select the ellipses [...] next to each breakout session and select **Rename room**.



- 4 By default, when you select **Start rooms**, participants are automatically moved to their room without warning. If you would like participants to have the option to join or decline the breakout room, select the ellipses [...] next to the **Breakout Rooms** header and deselect the check box for **Automatically move people into opened rooms**. Participants will see the following dialogue box when breakout rooms are open:



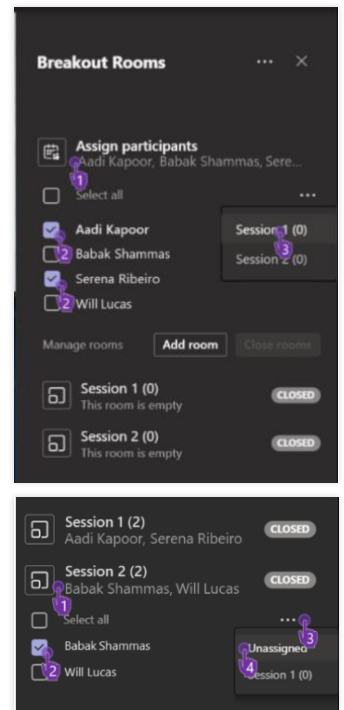
Breakout Rooms (pages 2 of 5)

5 Manually assign participants to breakout rooms

If you chose to manually assign participants to rooms, select **Assign participants** to expand the name list. Select the check boxes next to participants you want to assign to your first breakout room, then select the ellipses [...] to select the breakout room name. Repeat these steps until all participants are assigned to a room.

Note: Participants who dial in via a phone or Teams device cannot be added to a breakout room. Those participants will remain in the main meeting when breakout sessions start.

If need to re-assign participant(s), expand the name list, select the participant(s), select the ellipses [...], then select **Unassigned** or another room name.

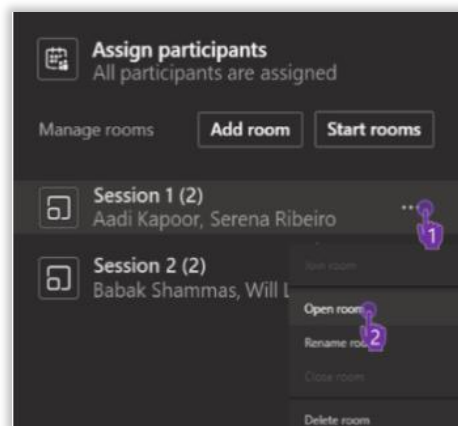
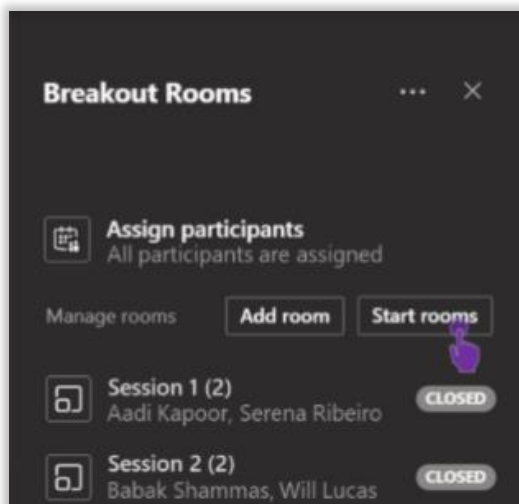


6 Start breakout rooms

When you are ready to start your breakout sessions, select **Start rooms**

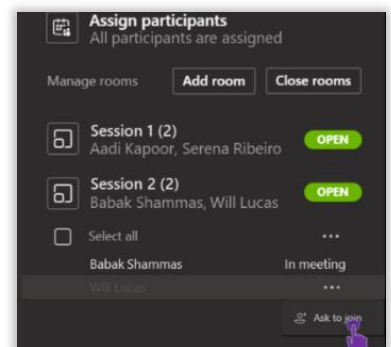
Or you can open only specific rooms by selecting the ellipses [...] by the room name and selecting **Open room**.

You will see participants leaving the main meeting and joining their breakout room



If a participant leaves their breakout room the organizer can move the participant back to the breakout room by selecting the ellipses [...] next to the participant's name and select **Ask to join**.

If a participant joins the main meeting late after breakout rooms have opened, the organizer can add the participant to a breakout room. If the participant misses the notification to join the room, select **Ask to join**.

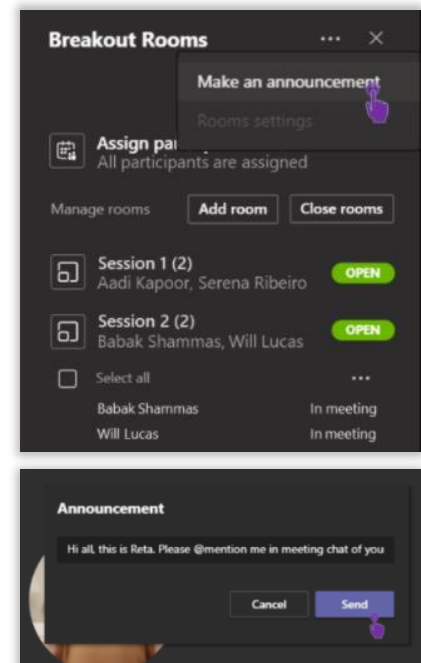


Breakout Rooms (pages 3 of 5)

7 Send Announcements

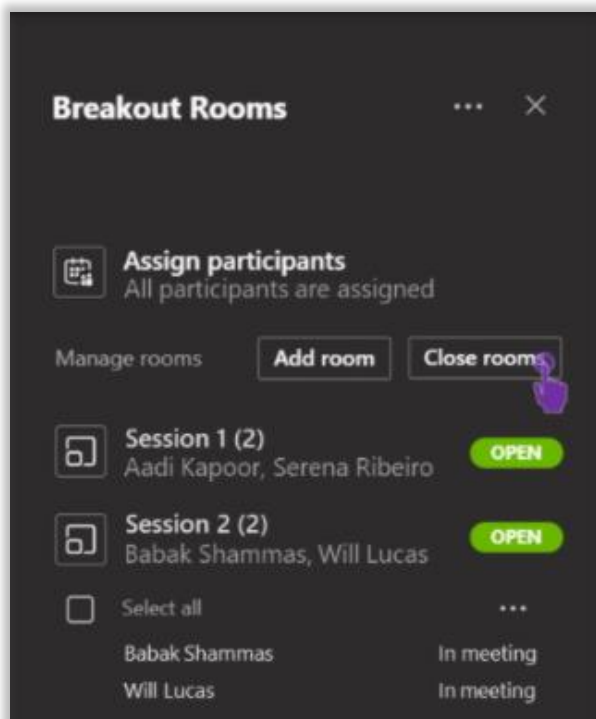
The meeting organizer can send announcements to all participants while breakout rooms are open. Select the ellipse [...] by the Breakout Rooms header.

For example, remind participants to @mention the meeting organizer when they need help, or give them a five-minute countdown before pulling them back into the main room. Participants receive the announcement in their breakout rooms' chat.

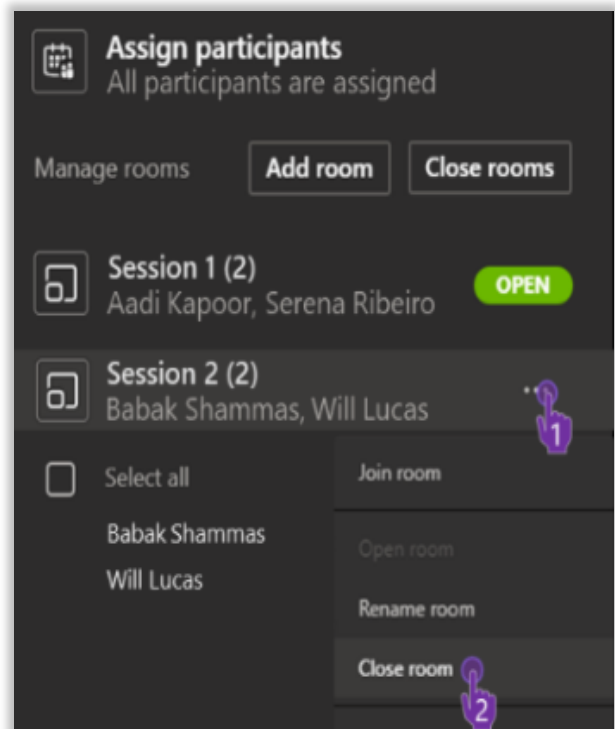


8 Pull participants back to the main meeting

Select **Close rooms** to pull all the participants back to the main room.



- 9 Or select the ellipses [...] for a specific breakout room, then select **Close room**. Once a breakout room is closed, chat for that session is closed. Participants can't continue to chat there.

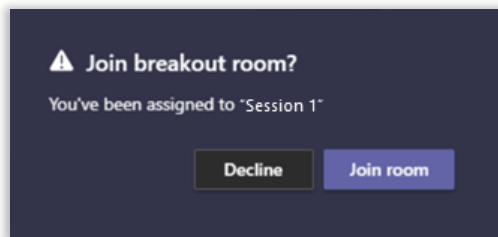


Note: Artifacts (chats, files, and recordings) from breakout sessions are viewable by room participants. Only the organizer will have access to artifacts from all breakout rooms.

Breakout Rooms (pages 4 of 5)

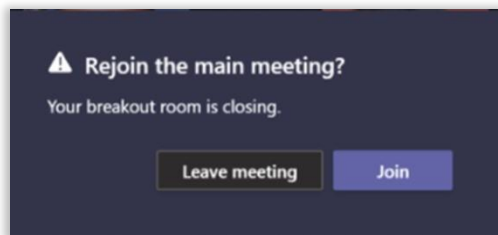
Join breakout rooms

When the meeting organizer opens your assigned breakout room, you will automatically be moved there. If the organizer deselected the check box for **Automatically move people into opened rooms**, you will see this dialog box.



Notes

- Participants cannot join breakout rooms using the same account from multiple devices.
- Participants in breakout rooms cannot add others to the meeting chat, copy meeting details, nudge others to join the meeting, or use "call me back."
- A meeting organizer can join a breakout after it is opened by selecting the ellipse [...] next to a room name and selecting **Join room**.

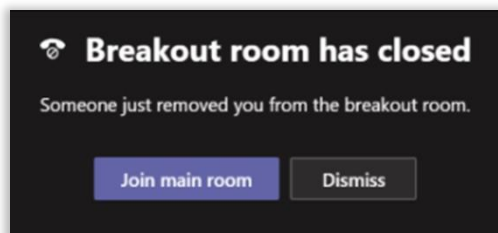


Leave breakout rooms

If you select **Leave** from the control bar in your breakout room, you will hang up—leaving both the breakout and the main session. You can rejoin the main session from your Outlook or Teams calendar.

Once the meeting organizer closes your breakout room you will automatically return to the main meeting. If the organizer deselected the check box for **Automatically move people into opened rooms**, you will see this dialog box:

If the organizer joins a breakout room and selects **End**, the breakout room will close. Participants can then rejoin the main meeting by selecting Join main room on the **Breakout room has closed** dialog box.



Breakout Rooms (pages 5 of 5)

Current	Vs.	Future experience
What's possible in breakout rooms now?		
For meeting organizers <ul style="list-style-type: none">• Set up breakout rooms during a meeting on the Teams desktop client• Add, delete, or rename breakout rooms• Create up to 50 breakout rooms per meeting• Send an announcement that will show up as a message in the meeting chat for each room• Chat, share files, and record: Only the organizer will have access to meeting artifacts from all rooms after breakouts end• Manage and hop between rooms• Control room transitions: Decide if participants get moved automatically or if they need to click to confirm the move		For meeting organizers <ul style="list-style-type: none">• Create breakout rooms in scheduled channel meetings and channel "meet now" meetings• Set up breakout rooms before the meeting starts• Timer: Provide a countdown for when breakout rooms will close
For meeting participants (presenters and attendees) <ul style="list-style-type: none">• Join the meeting from the desktop, web, and mobile apps (iOS and Android)• Chat during the breakout session• Present, share screen, collaborate in Microsoft Whiteboard, and access recording for their breakout room		For meeting participants: <ul style="list-style-type: none">• Hop between rooms• Manage rooms as co-organizer or presenter if not the meeting organizer• Join from multiple devices• Join breakout rooms from desk phones or any device other than a laptop, tablet, or mobile phone

Together Mode

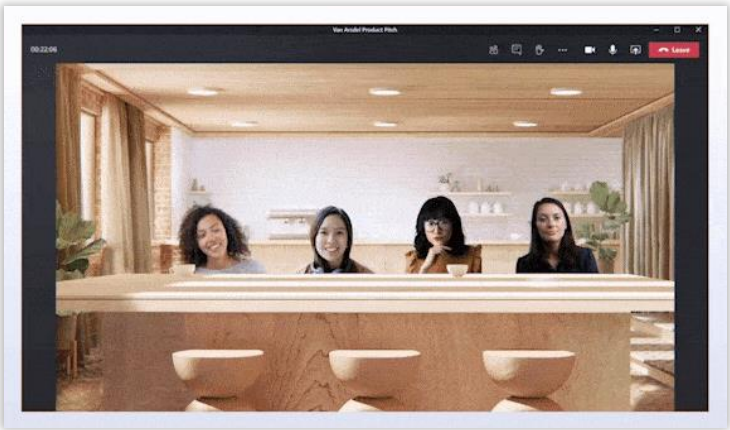
Together mode in Teams meetings now offers several scenes to choose from, including a cozy coffee bar, a classy board room, a Minecraft setting, an under-the-sea theme, and more. Also, now meeting organizers and presenters have more control over the scene all participants see when they turn on together mode for themselves.

How to use together mode

Participants can turn on together mode for themselves by selecting the **More actions** ellipses [...] on the meeting's control bar, then select **Together mode**. Meeting participants with video on (up to 50) are displayed together, seated in the selected scene. Audio-only participants will continue to show beneath the main meeting stage.

To change the scene for everyone, the meeting organizer or a presenter can select **Change scene** in the lower left corner of the scene. Their selections will be applied for all meeting participants. [Learn more about participant roles.](#)

To turn off Together mode, select **Gallery** (up to nine videos in a 3x3 grid) or **Large gallery** (up to 49 videos in a 7x7 grid).



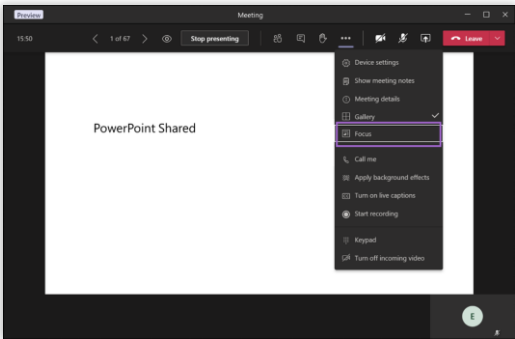
Scenes and capacity is subject to change prior to release

Scene	Seating capacity
Default – White auditorium	50
Black auditorium	50
Amphitheatre (outdoor)	50
MS Teams Conference Room	5
Dining table	5
Classroom	47
Auditorium	50
UNSC (Halo)	24
Coffee Shop	5
Conference Table	7
Abstract Black	50
Underwater	10

Focus Mode (Content Only)

Now available in the Preview experience, Focus mode provides more space to view content when someone shares a PowerPoint or Whiteboard. To turn on this view:

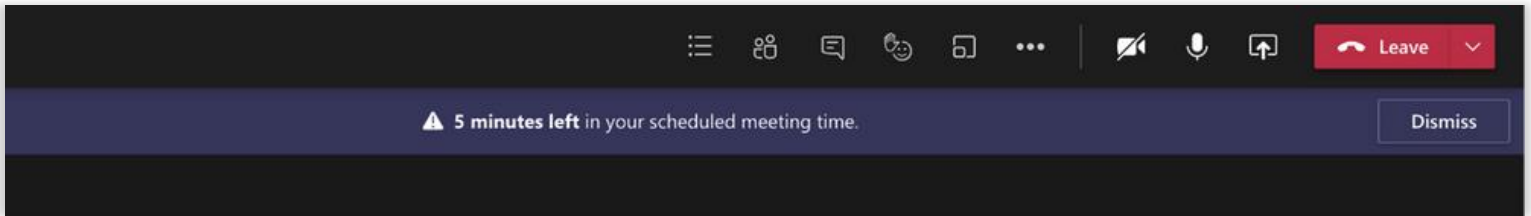
1. Join the meeting on the Teams desktop app (with [Preview experience turned on](#)) or the Teams desktop client.
2. When someone shares content, select the **More actions** icon (...) in the meeting control bar, then select **Focus**. The content will fill the meeting window—the meeting control bar remains at the top.
3. To view participants' video shared again, select the **More actions icon** (...) and then select **Gallery**.



Note: Focus mode is not available when sharing a desktop or window. You cannot select it until a PowerPoint or Whiteboard is shared

5 Minutes Left Notification

Microsoft Teams will automatically issue a 5-minute warning when the meeting is nearing a close – It will be triggered for all scheduled private, and channel meetings.

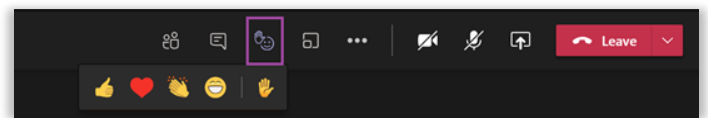


Teams meeting Reactions, including Raise your hand

You can now react during a meeting using emojis—thumbs up, heart, applause, and laughing emoji—that appear to all participants. Live reactions allow participants to express themselves while on mute and without interrupting. Speakers get instant feedback with this indication of attendee sentiment.

How to use live reactions:

During a meeting in Teams, select the **Reaction** icon on the control bar, and select from the reaction options (other than [Raise hand](#)). Your reaction will be visible to all participants for three seconds.



Do you have something to say in a Teams meeting and don't want to interrupt the presenter? Select the **Raise your hand** icon in the meeting control bar. Your name will be shown to other attendees by the **Participants** icon for 10 seconds, followed by a number inside a red circle. A raised hand icon will also show by your name in the **Participants** pane and on your video, photo, or avatar. The meeting organizer will be able to see everyone who raised their hand, in the order they were raised.

To lower your hand when your question has been answered, select the **hand icon** again.



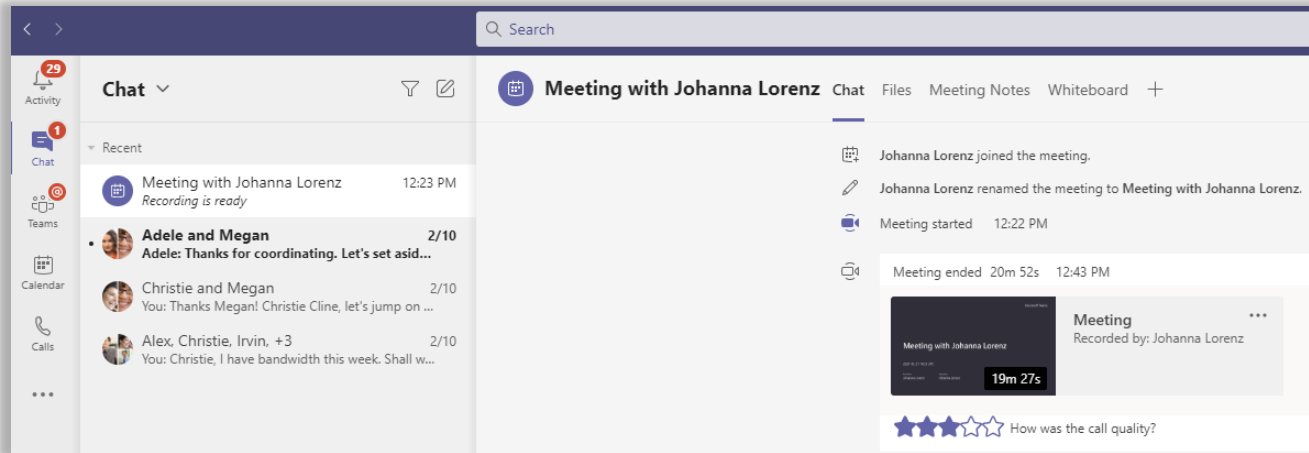
After the meeting

Xx xxx xxx

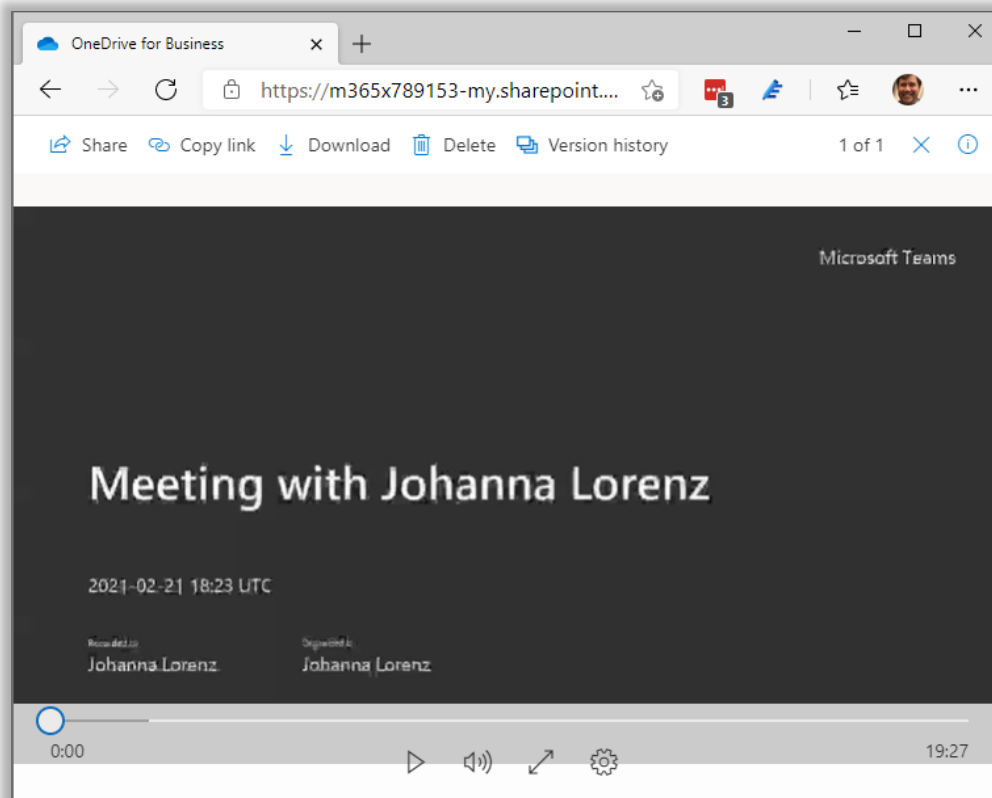


Viewing a recorded meeting

- 1 Navigate to the **Chat** app in the App Rail and select the meeting chat for your recent meeting.

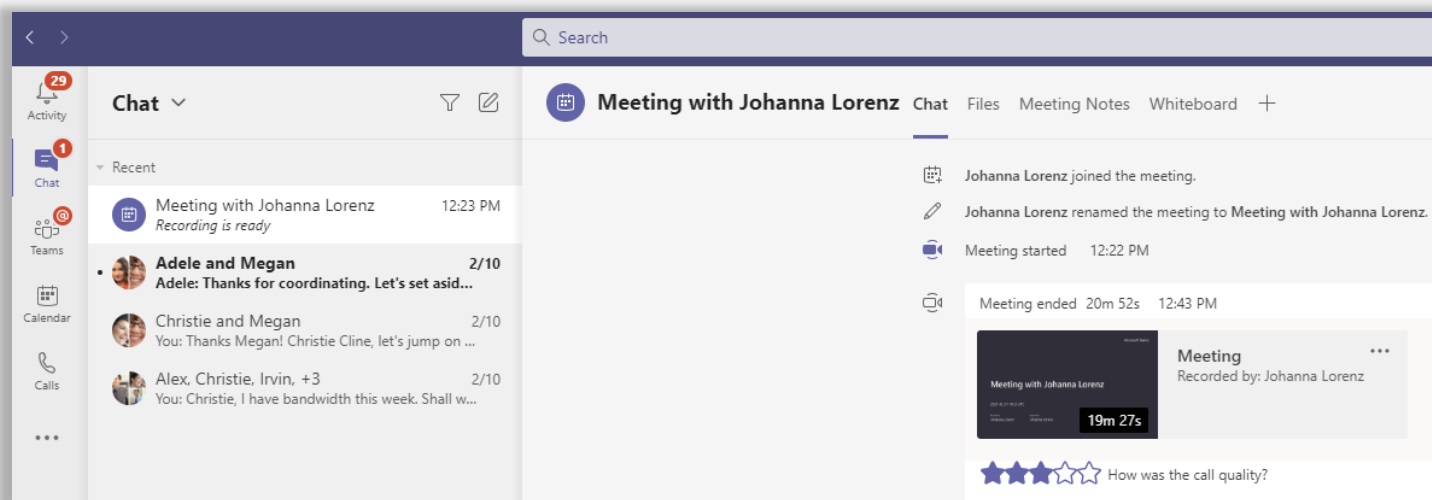


- 2 Click the icon showing a preview of the meeting recording. This will launch a video player embedded in a browser window.



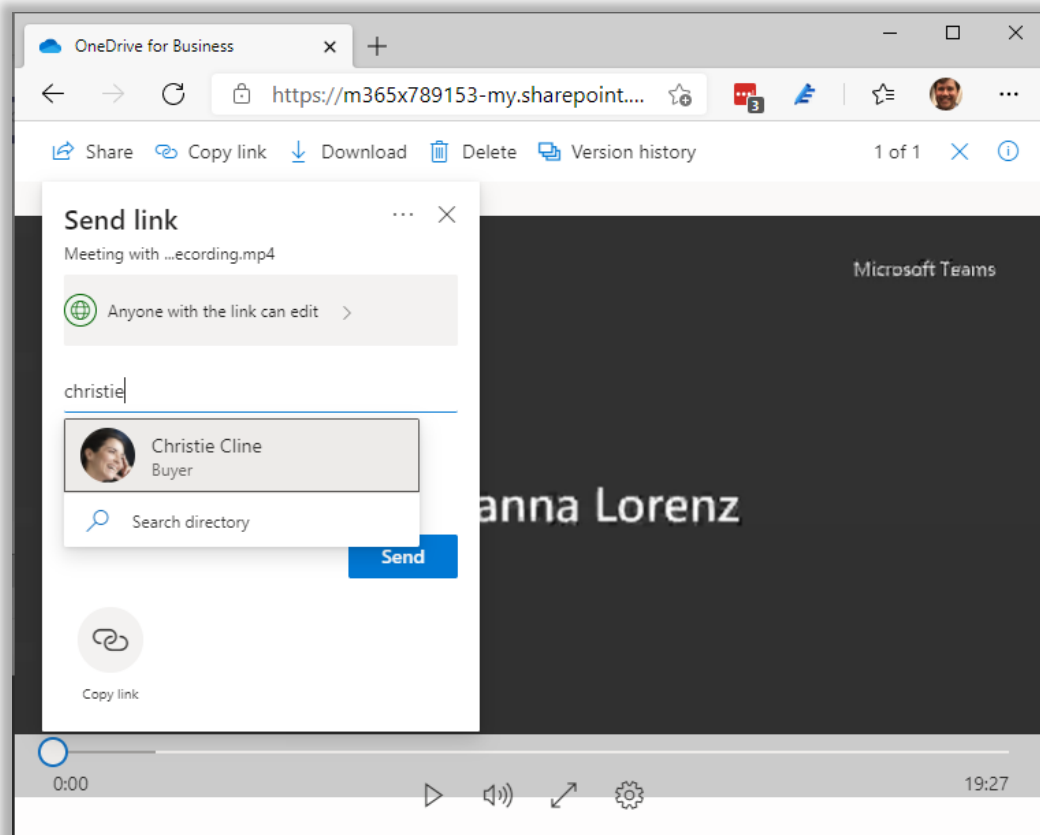
Sharing a recorded meeting

- 1 Navigate to the **Chat** app in the App Rail and select the meeting chat for your recent meeting.



- 2 Click the icon showing a preview of the meeting recording. This will launch a video player embedded in a browser window.

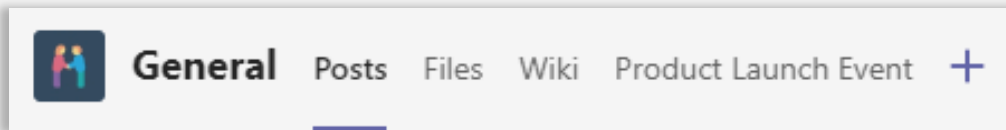
- 3 In the toolbar across the top of the window, click the **Share** option and type in the name(s) of the people you'd like to share access to the recorded meeting to. Click **Send** – they'll receive an email notification.



Assign and track action items

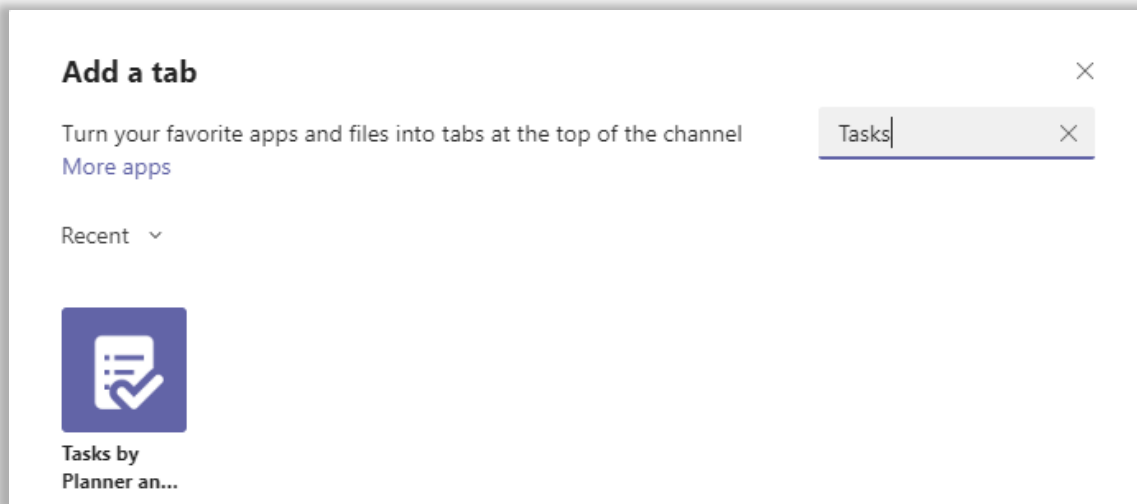
1

Navigate to the **Teams** app in the App Rail and click the + icon to create a new tab in the channel most relevant to your recent meeting.



2

Search for “Tasks” in order to locate the **Tasks by Planner and To Do** integration.



3

Type a descriptive name for your new plan in the **Create a new plan** field. You'll now have a planner board, accessible to all team members and providing basic task management.

